

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, February 24th, 2020, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

ROLL CALL:

Tom Diedrick-Vice Chair	<u>Exc.</u>	Ann Hartman	<u>X</u>
John Fenner	<u>X</u>	Sup. Andy Nicholson	<u>X</u>
Corday Goddard-Chair	<u>X</u>		

OTHERS PRESENT: Patrick Leifker, Chuck Lamine, David Diedrick, Megan Walker, Cheryl Renier-Wigg, Jayme Valentine and Megan Borchardt.

APPROVAL OF MINUTES:

1. Approval of the minutes from the January 20th, 2020 meeting of the Brown County Housing Authority.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the minutes from the January 20th, 2020 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

2. Mileage Reimbursement for BCHA Commissioners.

P. Leifker provided commissioners with the mileage reimbursement form for July – December 2019. P. Leifker stated that forms should be turned in by March 12th for payment at the BCHA meeting in March.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program, reported by M. Walker:

A Preliminary Applications

There were 189 preliminary applications for January.

B. Unit Count

The unit count for January was 2,871.

C. Housing Assistance Payments Expenses

The January HAP expense totaled \$1,333,054.

D. Housing Quality Standard Inspection Compliance

There was a total of 409 inspections conducted for January. Out of the 409 inspections; 234 passed initial inspection, 54 passed re-inspection; 88 failed; and 33 were a no show.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

Was not presented at the meeting.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

In January there were 85 active FSS clients, 53 clients in level one; 20 clients in level two; 5 clients in level three and 4 clients in level four. There was 1 new contract signed, 0 graduates, 40 active escrow accounts and 49 active homeowners.

G. VASH Reports (new VASH and active VASH)

For January there were 2 new VASH clients, for a total of 32 active VASH clients.

- H. Langan Investigations Criminal Background Screening and Fraud Investigations
For January there were 44 total investigations, 4 new investigations, 30 outstanding cases and 10 cases closed. The breakdown for fraud investigations by Municipality is as follows: Green Bay, followed by Howard. Applications by Municipality are as follows: Green Bay, followed by Other and Howard.

A motion was made by A. Nicholson, seconded by A. Hartman to receive and place on file. Motion carried.

OLD BUSINESS:

NEW BUSINESS:

4. Review and approval of Resolution No. 2020-01 certifying the Brown County Housing Authority Annual SEMAP Submission for fiscal year ending December 31st, 2019.

M. Walker explained the SEMAP process. M. Walker stated that last year the BCHA was listed as a "Standard Performer" but the anticipation this year is that the BCHA will be labeled as a "High Performer."

A motion was made by A. Nicholson, seconded by A. Hartman to approve Resolution No. 2020-01 for the BCHA's Annual SEMAP submission for fiscal year ending December 31st, 2019. Motion Carried.

5. Consideration with possible action to approve 48 Project Based Vouchers to the Green Bay Housing Authority.

P. Leifker explained the repositioning that the Green Bay Housing Authority (GBHA) is currently undergoing. P. Leifker stated that the GBHA submitted the only application for the recently published Project Based Voucher Request for Proposals. A selection committee consisting of M. Walker, D. Diedrick and P. Leifker reviewed the application and are recommending the approval of the 48 PBV that were requested. P. Leifker also mentioned that due to the repositioning, these 48 units would not take away from the current vouchers that the BCHA has available but rather would be additional vouchers added to the BCHA's current total. The timeline remains fluid as the GBHA is still working through the repositioning process with HUD, but further updates will be brought to the BCHA when they are available.

A motion was made by A. Hartman, seconded by J. Fenner to approve 48 Project Based Vouchers to the Green Bay Housing Authority. A. Nicholson voted No. Motion carried.

6. Consideration with possible action to appoint Patrick Leifker as the Interim Executive Director for the BCHA.

A motion was made by A. Nicholson, seconded by A. Hartman to approve Patrick Leifker as the Interim Executive Director for the BCHA. Motion Carried.

BILLS AND FINANCIAL REPORT:

7. Consideration with possible action on acceptance of BCHA bills.

P. Leifker indicated that the bills are standard. P. Leifker did indicate that the previously approved loan to Broadway Lofts for the development of their project is included in the bills.

J. Fenner asked what the total amount of the loan for Broadway Lofts was; P. Leifker answered that the loan was for \$150,000 and the contract required a 5% retainer until project completion.

A motion was made by A. Nicholson, seconded by A. Hartman to accept and place on file the BCHA bills. Motion carried.

8. Consideration with possible action on acceptance of BCHA financial report.

P. Leifker presented the financial report. A. Nicholson asked if anything stands out, P. Leifker stated there is nothing out of the ordinary.

A motion was made by A. Nicholson, seconded by A. Hartman to accept the BCHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

9. Housing Administrators Report.

N/A

10. Executive Directors Report

C. Lamine wanted to say thank you to the BCHA with his upcoming resignation. He is extremely confident with the current vision of the BCHA and he looks forward to viewing the progress of the BCHA from the outside. C. Lamine stated that the Interim Planning Director for Brown County is Cole Runge; once the County has evaluated all options further direction will be provided to the BCHA.

OTHER BUSINESS:

None.

Date of next meeting: March 16th, 2020 at 3:30pm.

A motion was made by A. Nicholson, seconded by J. Fenner to adjourn. Motion carried.

Meeting adjourned at 3:41 p.m.